

Labor and Industries
Facilities Services
PO Box 44837
Olympia WA 98504-4837

Located at:
7273 Linderson Way SW
Tumwater 98501
I-5 Exit 101



L&I FACILITY USE APPLICATION & AGREEMENT FOR GOVERNMENT AGENCIES

PHONE (360) 902-5804
FAX (360) 902-5805

| | | | | | |
|--|--|---|------|---|----------------------|
| Name of agency | | | | | |
| Mailing address or mail stop | | | City | State | ZIP + 4 |
| Contact person | | | | Phone number | |
| Meeting date | Scheduling exception requested <input type="checkbox"/> Yes <input type="checkbox"/> No | Time meeting scheduled <input type="checkbox"/> AM <input type="checkbox"/> PM | | Requesting <input type="checkbox"/> Conference Room <input type="checkbox"/> Site | |
| Required access time | | | | | |
| Departure time (event must end before 9pm) | | Type of activity | | | Estimated attendance |

AVAILABLE PARKING IS LIMITED. CARPOOLING IS HIGHLY RECOMMENDED.

- Parking is not allowed at the main Rotunda entrance for loading or unloading equipment at any time. A designated unloading area at the rear of building is accessible from the west employee parking lot.
- Event sponsors are responsible for informing all attendees of L&I parking requirements.

Please note:

- **Labor and Industries (L&I) has priority use for all conference rooms located in the South Wing. In case of an emergency, L&I may cancel an existing reservation to accommodate Department business. If the requestor's reservation is canceled, they will be notified by Facilities Services personnel by phone as soon as possible.**
- Room access for users is limited to no earlier than 7:30 a.m. unless there is an extraordinary need. A request for earlier access must be submitted in writing for approval by Facilities Services.
- WSP will lock main entrance doors at 6:30 p.m.
- Facilities Services provides set-up support for the auditorium only.
- Requesters are responsible for set-up for all other conference rooms.
- Use of the facility is limited to the 1st and 2nd floors of the South Wing.
- Any unauthorized person in a restricted area will be advised by Security to return to the South Wing.
- A designated smoking area is located at the 2nd floor terrace adjacent to the employee break room.
- Facilities Services will be notified of any individual's misconduct. This may affect their group's future use of the facility.

THE EVENT SPONSORS ARE RESPONSIBLE FOR THE FOLLOWING:

- The event sponsor must allow setup time by L&I staff for the event. Setup time will not start prior to 7:00 a.m. unless there is an extraordinary need.
- Requester must supply any equipment needed in the auditorium not listed on auditorium equipment/set-up checklist (see page 2). Upon departure, please remember to take the items you brought with you. The Department of Labor and Industries is not responsible for abandoned material and equipment.
- General clean up of the room after the event,
- The entry and exit of all group members from the building
- The event sponsor may be charged for damage beyond normal wear and tear.
- For conference rooms other than auditorium, you are responsible for returning room to the layout shown on wall plan. Please note: *Failure to comply with these requirements could affect your ability to reserve the facilities in the future.*
- Catering services can be arranged by contacting Roy Gappert at L&I Cafeteria - 902-6381

Scheduling is coordinated with the Facilities Services Program in Administrative Services (360) 902-5804.

- Outside groups may not reserve facilities more than four (4) weeks in advance unless approved by the Assistant Director for Administrative Services.
- Conference rooms may not be reserved for Sundays and holidays unless approved in writing by the Assistant Director for Administrative Services.

Procedure for scheduling rooms outside of (4) weeks in advance or weekend scheduling.

- A memo or letter requesting an exception to Policy rule 5.04 addressed to the Assistant Director for Administrative Services should be attached to the application.
- The exception letter and application should be sent to Facilities Services by fax at (360) 902-5805. It will be reviewed by the Assistant Director for Administrative Services. You will be advised accordingly.
- Once the request has been approved or denied Facilities Services will contact you. Please allow two or three days for a reply. If it has been approved and the room is still available, you will receive a confirmation number.
- Requests are processed on a “first come-first serve” basis.

Activities that violate state or federal law, pose a potential for the disruption of agency business, are a potential hazard to public safety, create a legal liability or cost to the State or Department, or may damage public property are prohibited in the L&I Tumwater Building or on the grounds.

AUDITORIUM EQUIPMENT/SETUP CHECKLIST

| Microphones available | Quantity | Equipment available | Tables available |
|---|---|---|--|
| <input type="checkbox"/> Hand held cordless | _____ | <input type="checkbox"/> Video Projector | <input type="checkbox"/> Registration |
| <input type="checkbox"/> Lapel Cordless | _____ | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Refreshment |
| <input type="checkbox"/> Hardware (w/cable) | _____ | <input type="checkbox"/> Screen _____ | <input type="checkbox"/> Supply |
| | | <input type="checkbox"/> Compact disk | <input type="checkbox"/> Head table |
| | | <input type="checkbox"/> LCD | <input type="checkbox"/> Dial-up modem |
| Total Microphones needed _____ | Podium <input type="checkbox"/> Yes <input type="checkbox"/> No | Room Location? _____ | |

***Please note: Laptop computers are not provided.**

| Set Up | |
|--|---|
| <input type="checkbox"/> Theater style | Option 1 – 300 chairs facing front |
| <input type="checkbox"/> Classroom style | Option 2 – 28 tables/112 chairs |
| <input type="checkbox"/> Classroom style | Option 3 – 32 tables/128 chairs |
| <input type="checkbox"/> U shaped style | Option 4 – 12 tables in U/47 chairs outside |
| <input type="checkbox"/> Hearing style | Option 5 – 3 head table/120 chairs – audience |
| <input type="checkbox"/> Square style | Option 6 - 12 tables/48 chairs |

ADDITIONAL FACILITIES INFORMATION

The user is responsible for incurred costs beyond operating costs and will accept all liability associated with their event or activity.

The following are public areas:

- Rotunda
- Cafeteria
- Office of Human Resources Reception Area
- Parking Lots
- Library Services

The undersigned has read and agrees to comply with these terms and conditions. Applicant is responsible for any expenses incurred for repair or replacement attributable to applicant's use of the facility. The Department of Labor and Industries shall be held harmless for any malfunction, injury, liability or property damage arising from applicant's use. Upon receipt of application a decision of approval or nonapproval will be made and the contact person will be notified. All participants will observe applicable regulations, rules, and policies.

NOTE: IF YOU WANT TO REQUEST A SCHEDULE EXCEPTION, YOU MUST ATTACH A JUSTIFICATION TO THIS FORM. THE ASSISTANT DIRECTOR FOR ADMINISTRATIVE SERVICES MUST APPROVE EXCEPTIONS.

Complete and return.

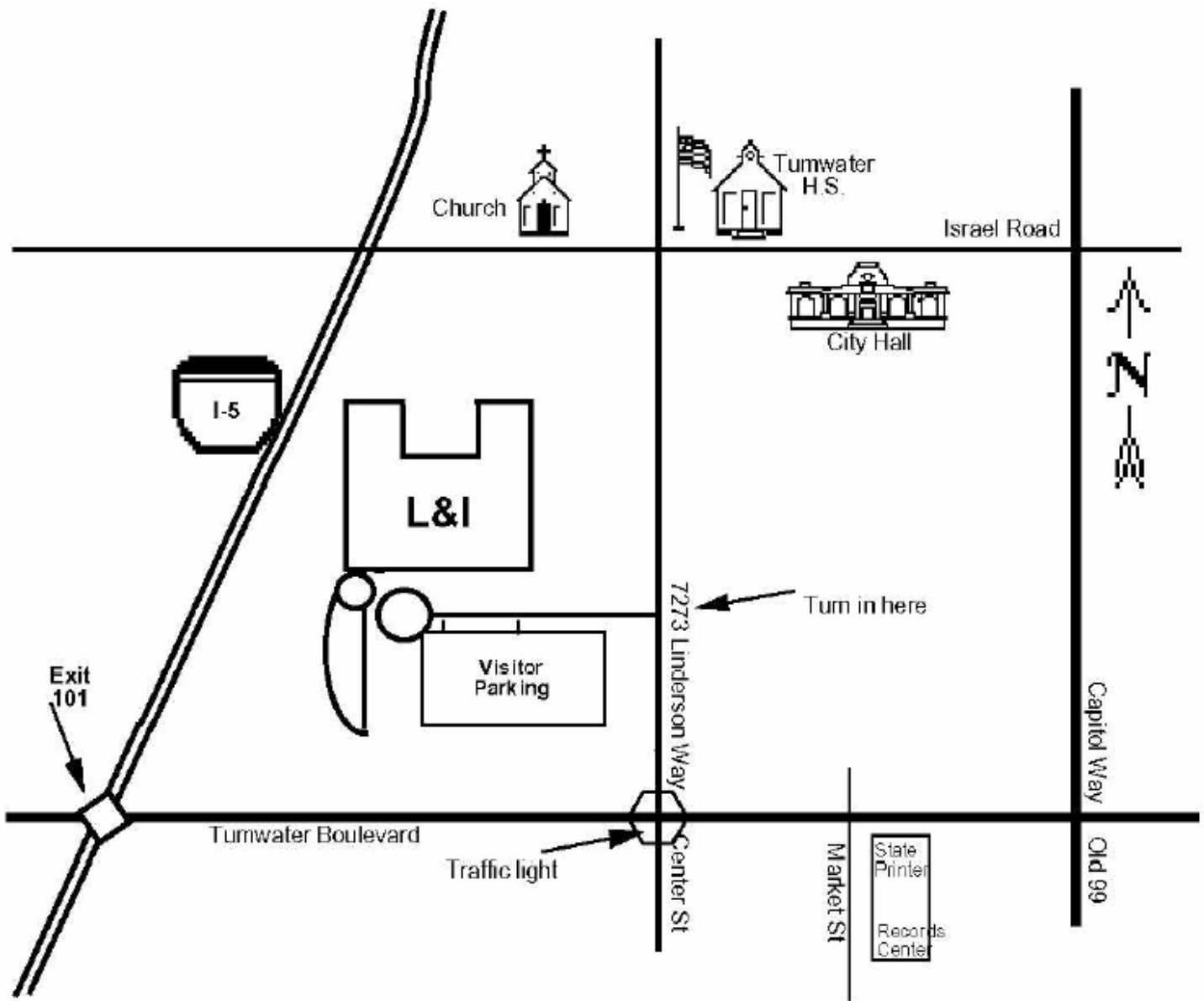
FAX to **(360) 902-5805**

or mail to:

Department of Labor and Industries
Facilities Services
PO Box 44837
Olympia WA 98504-4837

| | | | |
|--|-----------------------------------|---------------------------------------|--|
| Signature of applicant | | Date | |
| FACILITY USE <input type="checkbox"/> Approved <input type="checkbox"/> Not Approved | | | |
| <input type="checkbox"/> SCHEDULE EXCEPTION JUSTIFICATION ATTACHED <input type="checkbox"/> EARLY ACCESS JUSTIFICATION ATTACHED | | | |
| Assistant Director's Signature | | Date | |
| SCHEDULE EXCEPTION | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | |
| EARLY ACCESS | <input type="checkbox"/> Approved | <input type="checkbox"/> Not Approved | |

Directions to Labor & Industries @ 7273 Linderson Way SW



Directions to Site:

L&I headquarters building is located on Linderson Way between Israel Road and Tumwater Boulevard in Tumwater.

South on I-5 to exit 101, Left over freeway, Left at light
or

South on Capitol Way, Right at Israel Road, Left at
Linderson Way